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## Cambridgeshire Korfball Association

### Constitution

#### NAME

1. The name of the association shall be the Cambridgeshire Korfball Association.

#### PURPOSE

2. The purpose of the Association shall be
- a) to administer, control and develop the sport of korfball in Cambridgeshire;
  - b) to organise and administer the Cambridgeshire Korfball League (C.K.L.);
  - c) to provide for the organisation of a Cambridgeshire County team;
  - d) to organise such other additional functions that are considered to be for the furtherance and development of korfball in Cambridgeshire.

#### AFFILIATIONS

3. The Association shall affiliate to the British Korfball Association (B.K.A.).

#### CLUB MEMBERSHIP

4. Full Membership shall be open to korfball clubs in Cambridgeshire who have paid their full membership fee and have been accepted by a properly constituted meeting of the Association's Executive Committee. The full membership fee per club shall be set annually by the Association's A.G.M. The A.G.M. shall also set a discretionary rate for clubs affiliating to the Association for the first time.

5. Full Membership shall

- a) allow entry into competitions organised by the Association on the payment of entrance fees;
- b) guarantee voting representation on the Executive Committee of the Association;
- c) guarantee receipt of the Association's newsletter.

6. Associate Membership shall be open to korfball clubs outside Cambridgeshire by invitation of the Executive Committee and payment of associate membership fees. The associate membership fee per club shall be set annually by the A.G.M.

7. Associate Membership shall

- a) allow entry into competition organised by the Association on the payment of entrance fees;
- b) guarantee receipt of the Association's newsletter.

## INDIVIDUAL MEMBERSHIP

8. Individual Membership shall be open to all korfball players in Cambridgeshire who have paid their individual membership fee. The individual membership fee shall be set by the A.G.M.

9. Individual Membership shall

- a) guarantee receipt of the Association's newsletter;
- b) include all benefits of Individual Affiliation.

10. Individual Affiliation shall be a requirement for all those playing in the Cambridgeshire Korfball League and all players trialling for the County team. The Individual Affiliation fee shall be set annually by the A.G.M.

## EXECUTIVE COMMITTEE

11. The Association shall be administered by the Executive Committee which shall consist of the Officers of the Association and a representative of each full member club.

12. The Chairperson shall call an Executive Committee meeting ten times per calendar year, giving at least ten days notice to all members.

13. If petitioned by over 50% of the members of the Executive Committee, the Chairperson shall call an Emergency Executive Committee meeting within ten days of receiving the petition. At least five days notice of this meeting shall be given to all members.

14. All members of the Executive Committee present shall have one vote. Voting will be by show of hands. The Chairperson shall have the casting vote in the event of votes being called equal.

15. Individual, affiliated and associate members shall have the right to attend any Executive Committee meeting as an observer.

16. The minutes of all Executive Committee meetings shall be kept and shall be open to inspection by a representative of any full or associate member and by individual members.

17. The Executive Committee has the power to temporarily fill any vacancy that may occur until the following Annual General Meeting. The Chairperson may temporarily co-opt members to the Executive Committee for specific purposes, but this action must be confirmed by the following General Meeting.

18. The quorum for Executive Committee meetings shall be four members.

19. Any member of the Executive Committee failing to attend three consecutive Executive meetings without satisfactory reasons, in the judgement of a majority of the Executive Committee, shall be deemed to have resigned their position.

## OFFICERS

20. The Officers of the Association shall be :

- Chairperson
- Secretary
- Treasurer

Coaching and Refereeing Officer  
Development Officer  
Youth Officer  
League Officer  
Newsletter Editor

#### ELECTION OF OFFICERS

21. The Officerships of Chairperson, Secretary, Treasurer, Coaching and Refereeing Officer and Development Officer shall be elected at the Annual General Meeting of the Association.
22. Nominations for officers, duly seconded and with the consent of the nominee, should be received by the secretary of the association fourteen days before the Annual General Meeting. If no nominations are received for a particular post, nominations shall be accepted at the Annual General Meeting. Only full members may nominate or second a nominee.
23. Voting shall be by show of hands unless a secret ballot is demanded by more than 33% of voting members present.
24. The League Officer, Youth Officer and Newsletter Editor shall be co-opted to the committee by the Chairperson.
25. No person under the age of 16 years may be elected an officer of the association.

#### DUTIES OF OFFICERS

26. All officers shall provide Officers Reports to each Association meeting.
27. The Chairperson of the Association shall
  - a) call all Association meetings, and shall chair all meetings;
  - b) represent the Association in city and county council meetings;
  - c) represent the Association at B.K.A. meetings;
  - d) co-ordinate the work of the Executive Committee;
  - e) in cooperation with other Executive Committee members, prepare the Committee's proposed development plan for adoption by the A.G.M.
28. The Secretary shall
  - a) take minutes at all meetings and provide minutes from each meeting to be approved at the following meeting;
  - b) inform all members of meetings;
  - c) maintain the contacts list of all member clubs and their officers.
29. The Treasurer shall
  - a) receive all monies paid to the association;
  - b) dispense those expenditures agreed by the Association's Executive Committee and Annual General Meeting;
  - c) record all individual and club memberships and affiliations;
  - d) organise the annual auditing of accounts;
  - e) shall chair meetings in the absence of the chairperson.
30. The Coaching and Refereeing Officer shall

- a) organise coaching and refereeing courses designed to improve the standard of korfball in Cambridgeshire through liason with the B.K.A.;
  - b) provide coaching assistance for full members;
  - c) organise the county team.
31. The Development Officer shall work to attract new players to the sport. Specifically this will involve
- a) assisting existing clubs attempts to expand;
  - b) attempting to implement the senior player oriented aspects of the Association's adopted Development Plan;
  - c) answering all general enquiries about the sport from outside bodies with the exception of those under the jurisdiction of the Youth officer.
32. The Youth Officer shall work to attract new youth players to the sport. Specifically this will involve
- a) dealing with all enquiries from schools and colleges about korfball;
  - b) attempting to implement the junior player oriented aspects of the Association's adopted Development Plan;
  - c) encouraging schools to add korfball to their curriculum.
33. The League Officer shall organise C.K.L. fixtures and refereeing.
34. The Newsletter editor shall edit the Association's newsletter, which shall be published at least four times a year.

#### ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETINGS

35. The Association shall be governed by the voting power of General Meetings.
36. The Annual General Meeting shall be held in July or September. Twenty-eight days' notice shall be given in writing to all full members, associate members, individual members and the B.K.A. All members and affiliates that have paid their fees may attend.
37. Voting shall be by show of hands unless a secret ballot is demanded by more than 33% of voting members present. Each full, and each associate member, shall have three votes to be casted by representatives of that member. The elected members of the executive committee shall have one vote. No one representative may cast more than one vote on any one resolution. Each individual member shall have one vote. In the event of voting being equal, the Chairperson shall have the casting vote.
38. The ordinary business at the A.G.M. shall be
- a) to approve the minutes of the previous A.G.M. and any subsequent E.G.M.;
  - b) to receive reports from all officers of the Association;
  - c) to receive a financial report from the treasurer including audited accounts;
  - d) to elect the officers of the association;
  - e) to elect an honorary auditor;
  - f) to receive proposals for alterations and/or additions to the Constitution, and to vote thereon;
  - g) to adopt a development plan;
  - h) to set affiliation and membership rates for the following year.

39. Members wishing a subject to be discussed at the A.G.M. shall give notice of such business, in writing, to the secretary fourteen days prior to the A.G.M. or earlier. Seven days' notice of all such business shall be given to all full and associate members and to the B.K.A.

40. An Extraordinary General Meeting can be called by the Executive Committee or by petition to the Chairperson signed by not fewer than 35 individual or affiliated members. A petition must include description of the matters to be discussed at the meeting. A minimum of ten days' written notice, including the meeting's agenda, shall be given to each full member, associate member and individual member. The meeting shall be held within seventeen days of the chairperson's receipt of the petition.

41. The quorum for a General Meeting shall be 50% of members eligible to vote.

## FINANCE

42. The Association shall maintain a bank account named 'Cambridgeshire Korfball Association'. The bank, branch and type of account shall be determined by the Executive Committee.

43. All monies of the Association shall be paid into the account.

44. The Executive Committee may authorise the setting up of petty cash floats of not more than £30 by vote at an Executive Committee meeting.

45. As far as is practicable, all payments made by the Association shall be by cheque. All cheques shall be signed by an officer of the Association.

46. The financial year of the Association shall run from the 1st June until 31st May the following year. The financial records shall be presented to the Honorary Auditor elected at the previous A.G.M. The Honorary Auditor shall be empowered to see all vouchers and receipts and receive satisfactory explanations to any questions.

## CAMBRIDGESHIRE KORFBALL LEAGUE

47. The C.K.L. shall be open to entrance by any full or associate member paying C.K.L. entrance fees for each team entered. There shall be no restriction on the number of teams entered by any member club.

48. The C.K.L. entrance fees shall be set and annually reviewed by the A.G.M.

49. The Association shall support C.K.L. Champions' application to join the B.K.A. National League, if the member concerned continues to enter two teams into the C.K.L.